



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Final

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, May 12, 2021**

**9:00 AM**

**Frontlines Headquarters**

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**This meeting was held remotely via phone or video conference and broadcast live for the public via the link and instructions on the UTA Board Meetings page <https://rideuta.com/Board-of-Trustees/Meetings>**

**Present:** Chair Carlton Christensen  
Trustee Beth Holbrook  
Trustee Jeff Acerson

Also participating were members of UTA staff.

**1. Call to Order and Opening Remarks**

Chair Christensen welcomed attendees and called the meeting to order at 9:01 a.m. He then yielded the floor to Jana Ostler, UTA Board Manager, who read the electronic board meeting determination statement into the record as required by statute. The complete electronic board meeting determination statement is included as Appendix A to these minutes.

**2. Safety First Minute**

The meeting was delayed for a few minutes due to a technical issue.

Once the meeting resumed, Sheldon Shaw, UTA Director of Safety & Security, provided a brief safety message.

**3. Public Comment**

Chair Christensen noted members of the public were invited to attend and comment during the live portion of the meeting; however, no live public comment was given. All online public comment received was distributed to the board for review in advance of the meeting and is attached as Appendix B to these minutes.

**4. Consent**

**a. Approval of April 28, 2021 Board Meeting Minutes**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that the consent agenda be approved. The motion carried by a unanimous vote.

**5. Reports****a. Agency Report**

**Public Hearing for August Change Day.** Carolyn Gonot, UTA Executive Director, mentioned the agency is currently holding a public comment period through May 28, 2021, on proposed service changes to go into effect in August. A virtual public hearing will take place at 6:00 p.m. this evening, May 12, 2021.

**Vineyard Station Groundbreaking.** Ms. Gonot noted a groundbreaking event scheduled on May 13, 2021, to announce the start of construction on the new FrontRunner Vineyard Station as well as the start of work on an additional 1.8 miles of new double tracking north of the future station.

Funding for the station comes from \$4 million appropriated in the 2018 legislative session, with an additional \$1.6 million appropriated during the 2021 legislative session. UTA is contributing \$16.9 million to cover the cost of double tracking. Construction will begin this month with completion targeted for the end of 2021.

**b. Financial Report - March 2021**

Bill Greene, UTA Chief Financial Officer, reviewed the financial dashboard and reported on sales tax collections, passenger revenues, transit-related stimulus funds, operating financial results, and operating expenses by mode.

Discussion ensued. Questions on the timing of stimulus fund drawdowns and budget aging for utilities were posed by the board and answered by staff.

**6. Contracts, Disbursements and Grants****a. Contract: Purchasing Card Management Services (U.S. Bank)**

Todd Mills, UTA Director of Supply Chain, requested the board authorize execution of a contract with U.S. Bank for purchasing card management services. The term of the contract is a base of five years with five additional one-year options. The ten-year span of the contract was approved by the chief procurement officer due to the complexity involved in changing financial institutions. Benefits offered by U.S. Bank include mobile app accounting technology and a revenue share rebate of 1.825%.

Discussion ensued. Questions on the decision to issue a request for proposals for the service (as opposed to using a vendor on the state contract) and the timeline for the transition were posed by the board and answered by Mr. Mills.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this contract be approved. The motion carried by a unanimous vote.

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**b. Change Order: FrontRunner Forward On Call Operations Planning and Simulation Assistance Task Order 2 (DB Engineering and Consulting, USA)**

Mary DeLoretto, UTA Chief Service Planning Officer, was joined by Manjeet Ranu, UTA Director of Capital Development, and Kerry Doane, UTA Manager of Long Range Strategic Planning. Ms. DeLoretto asked the board to approve a change order to the contract with DB Engineering and Consulting, USA, for FrontRunner Forward on call operations planning and simulation work. The change order, which consists of four sub-tasks (program management coordination, strategic concept development support, simulation modeling, and signal and stations safety enhancements), has a value of \$320,105.80. The total contract value, including the change order, is \$499,962.24.

Discussion ensued. Questions on comparisons between the scope of this task order and the scope of the initial task order, anticipation of additional task orders, factoring growth into modeling, and inclusion of potential extensions were posed by the board and answered by staff.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this change order be approved. The motion carried by a unanimous vote.

**c. Change Order: Depot District Final Design (Stantec Architecture Inc.)**

Ms. DeLoretto was joined by David Osborn, UTA Project Manager III. Ms. DeLoretto requested authorization of a change order in the amount of \$238,799 to the contract with Stantec Architecture Inc. for final design on the Depot District bus facility. The total contract value, including the change order, is \$3,770,566.

Discussion ensued. A question on whether this change order was anticipated was posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this change order be approved. The motion carried by a unanimous vote.

**d. Change Order: On-Call Infrastructure Maintenance Task Order #18 - 4800 West Mid Jordan Line Embedded Grade Crossing (Stacy and Witbeck, Inc.)**

Ms. DeLoretto was joined by David Hancock, UTA Director of Capital Construction. Ms. DeLoretto asked the board to approve a change order in the amount of \$325,833 to the contract with Stacy and Witbeck, Inc. for a grade crossing replacement at 4800 West on the TRAX Mid-Jordan line. The total contract value, including the change order, is \$4,086,345.

Discussion ensued. A question on the availability of concrete was posed by the board and answered by staff.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this change order be approved. The motion carried by a unanimous vote.

**7. Service and Fare Approvals****a. Fare Agreement: Pass Purchase and Administration Agreement Amendment 2 (Church of Jesus Christ of Latter-day Saints)**

Kensley Kunkel, UTA Manager of Business Development - Sales, requested the board authorize an amendment to the fare agreement with the Church of Jesus Christ of Latter-day Saints ("Church"). The amendment bases the payment terms of the contract on actual use of the UTA system instead of a negotiated bulk pass rate. The adjustment was requested due to the continued impact of the COVID-19 pandemic, which necessitated alternative working arrangements for employees that reduced pass utilization. In alignment with discounted fares offered to large employers to incentivize transit use, staff recommended the Church receive a 17.5% discount on the final fare invoiced each month.

Discussion ensued. Questions on potential for future adjustments to the contract and retroactivity were posed by the board and answered by Ms. Kunkel.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this fare agreement be approved. The motion carried by a unanimous vote.

**b. Promotional Fare Request: Youth Rider's License**

Ms. Kunkel asked the board to approve a promotional fare of \$49 for the Youth Rider's License.

Discussion ensued. A question on low income payment options was posed by the board and answered by Ms. Kunkel. Chair Christensen suggested it may make sense to make the fare a permanent part of UTA's fare portfolio.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this promotional fare be approved. The motion carried by a unanimous vote.

**8. Discussion Items****a. Amendment 1 to the Authority's 2021 Budget**

Mr. Greene was joined by Ms. DeLoretto. Mr. Greene summarized proposed changes to the 2021 capital budget as follows:

- FrontRunner Forward: Increase budget by \$2,500,000 with funds from state appropriation
- Building remodel/reconfiguration: Increase budget by \$365,000 with funds from carryover/fund balance
- Safety general projects: Increase budget by \$77,000 with funds from fund balance
- Corridor fencing: Increase budget by \$50,000 with funds from fund balance
- Non-revenue service vehicles: Increase budget by \$480,000 with funds from fund balance
- Capital contingency: Increase budget by \$429,500 with funds from fund balance
- Box Elder right-of-way preservation: Increase budget by \$2,700,000 with funds from Box Elder second quarter sales tax
- S-Line extension: Establish budget of \$600,000 with funds from state appropriation
- 5600 West: Establish budget of \$150,000 with funds from TTIF/federal grant (this budget is contingent on receipt of TTIF and grant funds)

Discussion ensued. Questions on propulsion systems in non-revenue service vehicles, vehicle availability, and drawdowns on state appropriations were posed by the board and answered by staff.

**b. UTA on Demand Microtransit Late Night Summer Service Pilot**

Jaron Robertson, UTA Director of Innovative Mobility Solutions, outlined a proposal for a microtransit late night summer service pilot. The pilot, which would run from Memorial Day 2021 through Labor Day 2021, would operate in the Salt Lake City service area (excluding the airport) on Thursday, Friday, and Saturday nights from 10:00 p.m.-4:00 a.m. Partners in the pilot include the Downtown Alliance, Salt Lake City Corporation, and Via. The project has a base operations budget of \$120,000 with an additional \$50,000 for contingency. Funds for operations are available in the existing microtransit budget. Marketing and communications expenses, which are anticipated to be \$25,000-\$50,000, will be covered in the marketing budget and by partner contributions. Costs for the pilot are covered under UTA's existing contract with VIA.

Discussion ensued. Questions on competition with transportation as a service providers, pilot objectives, and airport service (particularly for persons with disabilities) were posed by the board and answered by staff.

**c. Salt Lake Central - Station Area Plan Addendum**

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, was joined by Jordan Swain, UTA Transit-Oriented Development Project Manager. Mr. Swain provided background on the initial station area plan and explained the purpose of the addendum, which is to provide a cohesive vision for properties west of the Salt Lake Central Station, including transit and transit facilities improvements. He then reviewed several potential land use concepts.

Discussion ensued. A question on inclusion of housing with the transit expansion component in the concepts was posed by the board and answered by staff.

**d. Ogden Onboard - Station Area Plan Amendment**

Mr. Drake was joined by Mr. Swain. Mr. Swain summarized the background for the original station area plan as well as the purpose of the amendment, which incorporates recommendations in the Ogden Onboard and Make Ogden planning initiatives and provides a detailed vision and implementation plan for the properties around the historic Union Station building.

**e. Depot District Clean Fuels Technology Center Project Update**

This item was deferred to a future meeting.

**f. Roadway Worker Protection (RWP) Program Manager and Technical Budget Adjustment**

Mr. Shaw recommended the addition of a full-time employee to manage the RWP program and requested the board authorize a technical budget adjustment to move \$60,500 from the 2021 operating budget contingency to fund the position.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that a full-time position for a RWP manager be added and a technical budget adjustment to move \$60,500 from the 2021 operating budget contingency to fund the position be authorized. The motion carried by a unanimous vote.

**9. Other Business**

- a. Next Meeting: Wednesday, May 26th, 2021 at 9:00 a.m.

**10. Closed Session****a. Strategy Session to Discuss Pending or Reasonably Imminent Litigation and Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual**

Chair Christensen indicated there were matters to be discussed in closed session relative to the discussion of the character, professional competence, or physical or mental health of an individual, as well as pending or reasonably imminent litigation.

Chair Christensen called for break at 11:08 a.m.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to enter closed session. The motion carried unanimously and closed session convened at 11:15 a.m..

**11. Open Session**

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to return to open session. The motion carried by a unanimous vote and open session resumed at 12:22 p.m.

**12. Adjourn**

A motion to adjourn was made by Trustee Holbrook, and seconded by Trustee Acerson. The motion carried by a unanimous vote and the meeting adjourned at 12:23 p.m.

Transcribed by Cathie Griffiths  
Executive Assistant to the Board Chair  
Utah Transit Authority

*This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/675291.html> for entire content.*

*This document along with the digital recording constitute the official minutes of this meeting.*

Approved date: May 26, 2021

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Carlton J. Christensen  
Chair, Board of Trustees

**Appendix A****UTAH TRANSIT AUTHORITY ELECTRONIC BOARD MEETING DETERMINATION**

Consistent with the Utah Open and Public Meetings Act, (UTAH CODE § 52-4-207 [4]), as the Chair of the Board of Trustees ("Board") of the Utah Transit Authority ("UTA"), I hereby make the following written determinations in support of my decision to hold electronic meetings of the UTA Board without a physical anchor location:

1. Due to the ongoing COVID -19 pandemic, conducting Board and Board Committee meetings with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location.
2. Federal, state, and local health authorities continue to encourage institutions and individuals to limit in-person interactions.

This written determination takes effect on May 12, 2021, and is effective until midnight on June 11, 2021 and may be re-issued by future written determinations as deemed appropriate.

Dated this 7th day of May 2021.

Carlton J. Christensen, Chair of the Board of Trustees



**Appendix B**

**Online Public Comment  
to the  
Board of Trustees of the Utah Transit Authority (UTA)  
Board Meeting  
May 12, 2021**

**Received on May 10, 2021 from George Chapman:**

May 12 UTA Board of Trustees meeting comments

UTA should not be proceeding with the double tracking of FrontRunner until the Simulation and Operations Planning Task Order 2 is finished. UTA should not be guessing at spending hundreds of millions of dollars. In addition, all cities along the corridor should understand the implications of 90MPH trains and agree to the plan. The cost to create 90MPH trains is billions of dollars (to electrify the system since diesels can't meet that goal and frequency) and taxpayers and the general public should be aware of and agree to the cost.

The tasks include: "Understand future market demands of the corridor, including future growth and changes in travel patterns.

Understand the signal and station safety improvements needed to support express service and increase in top speeds to 90 MPH."

I remind UTA that Ogden has a poor history of building parking structures that were actually discouraging for drivers. UTA should not be asking Utah taxpayers to fund relocation of the FrontRunner station. That should be Ogden's responsibility and they should pay for it.

Again parking structures in Ogden DO NOT WORK. Talk to long time residents.